

# J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MEETING AGENDA

Monday November 7, 2011; 7:00 PM J. V. FLETCHER LIBRARY – Story Hour Room

- I. Call to Order [4 seconds]
- II. Signing of Trust Fund Warrants [5 minutes]
- III. Approval of Minutes [5 minutes]
  - A. **September 26**, **2011** [Bolded minutes in packet] **VOTE**
- IV. Acceptance of Treasurer's Quarterly Report [10 minutes]
  - A. Sale of Zimmer Stock (monitor)
  - B. Review Investment Status of Funds (defer)
  - C. DRAFT Trustee Budget and Expenditures to date (1st Quarter)
  - D. Bartholomew Reports
- V. Report of the Director [15 minutes]

**VOTE** 

- VI. Report of Committees [5 minutes]
  - A. Trustee Information Exchange
- VII. Communications [20 minutes]
  - A. Skinner Sale correspondence
  - B. Thank you letter to Supt. Olsen
  - C. FMLA Request Brovina
  - D. FMLA Request Leedberg
  - E. Energy Saving Estimate (working with Energy Committee)
  - F. Conflict of Interest Training
  - G. Notes on Tour with Rosemary Waltos, Building Consultant, MBLC
  - H. Long term Debt Forecast
- VIII. Unfinished Business [15 minutes]
  - A. Discuss timing of Planning and Design Grant request (ATM vs. STM)
  - B. DRAFT Annual Action Plan FY13

**VOTE** 

- IX. New Business [15 minutes]
  - A. Long Range Planning Process Calendar and Discussion
- X. Announcements [10 minutes]
  - A. Friends' Liaison Report (Flint)
  - B. Foundation Committee Report (Rainville)
  - C. PWI Report (Price)

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## D. Note upcoming important dates:

November 5, 2011, 8:30AM	MFOL/MLTA Conference, Worcester, Tech. HS
November 7, 2011, 7PM	November Trustees Meeting
November 18, 2011 10AM	Recognition Brunch
December 1, 2011 7PM	Finance Committee/BOS Budget Review
December 5, 2011 7PM	December Trustees Meeting

XI. Adjournment [3 seconds] MCF/edr

### **ATTACHMENTS:**

### **IN FRONT OF PACKET:**

Trustee Board Meeting Dates, FY12; Trustee Board Calendar; Trustee Goals

#### AT REAR OF PACKET:

- 1. REPORTS/POLICIES:
- 2. ARTICLES:
- 3. PUBLICITY RELEASES:
  - Westford Job Seekers Network October Fliers
- 4. PLANNING DOCUMENTS:
- 5. MISCELLANEOUS: